

INTRODUCTION

The incumbent serves as an Aid for Plant Protection and Quarantine (PPQ). This position performs repetitive tasks to support accomplishment of the Agriculture Quarantine Inspection (AQI) and Domestic programs.

The incumbent of this position works as a general assistant to a higher graded employee. The incumbent assists by doing the simpler tasks relative to the above PPQ programs.

MAJOR DUTIES AND RESPONSIBILITIES

Incumbent directs travelers with luggage to x-ray machines and directs to place luggage on conveyor belts. For pre-clearance operations, incumbent places inspection stickers on cleared baggage.

Under supervision, the incumbent boards aircraft to assist in inspection for prohibited or restricted items.

Removes garbage or contraband for transport to examination and disposal facilities. Disposes of contraband after inspection by PPQ Officers.

Assembles, maintains, baits, installs, and collects insect traps. Performs a wide variety of pest survey activities as well as biocontrol organism releases and recoveries. Incumbent may be involved in applying bait on infested acreage, mapping the area surveyed/treated, and relaying information to work unit. Prepares simple reports/maps regarding same.

Ensures that the vehicles assigned to a work unit are maintained properly. This may include establishing a maintenance schedule.

FACTOR 1, KNOWLEDGE REQUIRED BY THE POSITION

Basic knowledge of Plant Protection and Quarantine programs used to perform repetitive tasks.

Basic knowledge of the principles of biological science to recognize various agricultural commodities, plant pests, and conditions that may have adverse affect on agricultural production. Ability to follow detailed instructions either verbally given or in written manuals.

Basic working knowledge of ATVs, motorcycles, and bait spreaders, as well as the ability to perform minor repairs as needed.

FACTOR 2, SUPERVISORY CONTROLS

Works under the supervision of a higher-graded employee who assigns and reviews work. New assignments are explained in detail. Routine work is performed independently and spot-checked for conformance to instructions. More difficult or complex tasks are performed under close supervision. Unusual problems are referred to higher graded employee.

FACTOR 3, GUIDELINES

Guides consist of local operations or survey manuals, oral and written instructions.

The incumbent requests clarification when standard operating procedures do not apply. Minimal judgement related to program policy issues is required.

FACTOR 4, COMPLEXITY

The incumbent performs specific routine duties ranging from traffic control to trap assembly. Procedures for accomplishing stated objectives are regular and recurring; a wide range of rotational and seasonal duties (assisting in opening passenger baggage, trapping, pest survey, biological control, etc.) may be required of the incumbent.

Incumbent must be able to read maps and determine appropriate land ownership, etc.

The aid resolves routine problems independently and refers complex situations to a higher- graded employee.

FACTOR 5, SCOPE AND EFFECT

The purpose of the work is to support domestic and AQI activities that contribute to effective pest exclusion and pest management programs.

Successful accomplishment of duties will help prevent the introduction and spread of foreign pests and diseases, or help control damaging infestations of native species. The establishment of these foreign pests and diseases, or nonsuppression of native species would have a significant economic impact on regulated industries and American agriculture.

FACTOR 6, PERSONAL CONTACTS

Contacts are with the general public, landowners, farmers, employees of cooperating Federal, State, and county agencies and others affected by PPQ programs.

FACTOR 7, PURPOSE OF CONTACTS

Purpose of contacts is to exchange information.

FACTOR 8, PHYSICAL DEMANDS

Duties are performed while sitting, standing, walking, and operating ATV equipment. The incumbent is required to crouch, stoop, stretch and bend. Moderately heavy lifting may be required. Occasional walking on sometimes slippery and uneven surfaces and climbing will be required while inspecting conveyances. Domestic program activities may require extensive walking in rough terrain and operation of vehicles, including ATVs, in remote areas.

FACTOR 9, WORK ENVIRONMENT

The work environment includes cargo areas, vehicle and passenger inspection areas, farms, state, federal, and private rangelands, and mountainous terrain. Periods of outdoor work may be required in snow, rain, or extreme heat or cold. The work may involve the use of toxic chemicals, pesticides and fumigants. Protective clothing may be required such as hard hats, gloves, goggles, or masks. Excessive noise may be present in the work area. Some work situations may require extensive travel and work in remote areas.